

STATE OF NORTH CAROLINA  
OFFICE OF STATE PERSONNEL  
POSITION DESCRIPTION FORM (PD-102R)

APPROVED CLASSIFICATION:

EFFECTIVE DATE:

ANALYST:

(This Space for Personnel Department Use Only)

<b>1. Present Classification Title of Position:</b>  Administrative Officer I	<b>7 Present 15 Digit Position Number:</b> 139-16-152	<b>Proposed 15 Digit Position Number:</b> 139-16-002
<b>2. Usual Working Title of Position:</b> Administrative Officer	<b>8. Department, University, Commission, or Agency</b> Cherokee County Department of Social Services	
<b>3. Requested Classification of Position:</b>  Social Services Business Officer	<b>A. Institution &amp; Division:</b>  Social Services	
<b>4. Name of Immediate Supervisor:</b> Kay Fields, Interim Director	<b>10. Section and Unit:</b> Administration	
<b>5. Supervisor's Position, Title &amp; Position Number:</b> Director – 139-16-001	<b>11. Street Address, City and County:</b> 40 Peachtree Street, Murphy, Cherokee County	
<b>6. Name of Employee:</b>  N.A. (vacant)	<b>12. Location of Workplace, Building and Room Number:</b> Courthouse Annex Building	

**I. A. Primary Purpose of Organizational Unit:**

The primary purpose of this unit is to provide fiscal and administrative staff support for the Cherokee County Department of Social Services.

**B. Primary Purpose of Position:**

This position is responsible for Fiscal, Personnel, and Budgetary aspects of the agency.

**C. Work Schedule**

The regular work hours for this position are either 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour daily allowed for lunch; or 4 ten hour days from 7:30 a.m. to 6:00 p.m. with a half hour for lunch. Work week consists of forty hours.

**D. Change in Responsibilities or Organizational Relationship:**

Program Manager Position is being eliminated, and those duties are being disbursed, primarily between Administrative Officer and APS Supervisor position (newly established).

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Method Used:

Order of importance    Sequential order

Fiscal Officer

Employee has the responsibility for creating and managing an annual budget in excess of \$45 million annually. Has primary responsibility for completion of all budget forms, including the state budget template. This employee maintains all the accounts and fiscal records for the agency, detailed computer ledgers, and is fully responsible for accounting for all monies received and expended within the department.

This position has responsibility throughout the year for management of program budgets of the Agency. This responsibility includes the setting of service levels and expenditure patterns in consultation with the Director, the monitoring of expenditures and the adjustment of service and expenditure levels as necessary. All expenses to be incurred by the Agency and its staff are approved by this position. (These are subject to the final approval of the Director.)

This employee is directly responsible for the preparation, completion and submission of all fiscal reports for reimbursement including Parts I-A, B & C, Part II and Part IV of the DSS-1571, "Statement of Administrative Costs". This includes reconciling agency records with the General Ledger through the County Finance Office. Also, reconciling turnaround reports: XS-411, XS-325, XS-335, WC373 and Medicaid Cost Calculation. This position closely monitors budgetary spending to ensure that MOE is met and expenditures are coded correctly for optimum reimbursement. The person in this position must work closely with the DSS Director, County Finance Officer, Local Business Liaison and Auditors to assure that funds are properly coded and accounted for in accordance with federal, state and local policies. Worker also maintains files for State reports regarding reimbursement and expenditures and having those reports available upon request.

This position maintains control of all agency accounts. This involves working daily with the County Finance Office to assure correctness of accounts, both revenues and expenditures. It also includes monitoring the Year to Date Budget Report to ensure that funds are available for necessary supplies/services.

Worker maintains copies of all contracts for audit review.

Worker meets with and assists auditors upon request, working closely with them during annual audits and serves as chief liaison between auditors and all units within the department.

This position is responsible for ensuring that all money or checks received by the agency are receipted, posted into MUNIS and money is deposited to the bank, with notification to the County Finance Office.

Employee is responsible for ensuring that vouchers are completed and submitted to the County Finance Office in a timely manner. Vouchers are completed for bills/invoices which are the responsibility of the Department. Payments are made weekly by the Finance Office.

Worker is also responsible for requesting Purchase Orders from the Purchasing Agent, and is responsible for purchasing supplies and equipment necessary for the daily functions within the department, ensuring that an adequate amount of supplies are kept on-hand.

## Personnel Officer

This position is responsible for maintaining personnel files and time sheet records for all employees in the department. Personnel files are maintained as instructed in personnel regulations.

Worker initiates any payroll change notice necessary for individual employees, including changes in address or name, classification changes, new hires, probation to permanent status, resignations and terminations; and submits the appropriate forms to the County Human Resources department.

Worker completes the necessary paperwork for maintenance of positions, including establishing new positions and reclassification of positions when necessary. Worker posts job announcements in accordance with OSP regulations, completes candidate qualification forms on all new employees, maintains PD-100's and PD-118's for each budgeted position and also designs and updates current organizational charts for the agency.

This employee is responsible for collecting and verifying the accuracy of all time cards for DSS employees, and submitting them, along with a Time Sheet Summary to the Human Resources Department for bi-weekly payroll.

## Planning, Organizing and Directing Work

Employee is responsible for coordinating maintenance on office equipment which is leased by the County, and equipment that belongs to the agency. Also, coordinates with the County Maintenance Department for necessary changes/improvements within the building to ensure the safety of employees and clients, as well as security of personal information maintained within the building.

This employee is responsible for any other duties assigned by the Director.

## **II. B. OTHER POSITION CHARACTERISTICS:**

### **1. Accuracy Required in Work:**

Accuracy is vitally essential to this position.

### **2. Consequence of Error:**

Errors can result in fiscal sanctions or audit exceptions requiring repayment in county funds; possible lost revenue; improper classification of employees could result in erroneous salary, benefits, etc.

### **3. Instructions Provided to Employee:**

Although this position is essentially self-directed, instruction is provided to a degree to this position by the Director and various personnel from the state, including the Local Business Liaison and Program Reps.

### **4. Guides, Regulations, Policies and References Used by Employee:**

Employee uses on-line fiscal manual, State and County Personnel Policies, any applicable program manuals, administrative letters, change notices, NC General Statutes, etc.

### **5. Supervision Received by Employee:**

This employee is directly supervised by the Director of DSS.



6. Variety and Purpose of Personal Contacts:

This position deals with the public in the Director's absence, or at the request of the Director; deals with salesmen and/or repairmen; handles complaints from irate clients; and acts as liaison with employees, county agencies, county commissioners, auditors, county finance officer, and county manager.

7. Physical Effort:

Physical effort is primarily limited to inter-office, with exceptions being traveling to the courthouse and to other agencies for meetings.

8. Work Environment and Conditions:

The office for this position is located on the second floor of the building in a private office. Office contains all administrative files for the agency.

9. Machines, Tools, Instruments, Equipment, and Materials Used:

This employee uses a personal computer regularly. This includes the state computer network system. Also the telephone, copier/printer, fax machine, and calculator are essential equipment.

10. Visual Attention, Mental Concentration, and Manipulative Skills:

Close visual attention is required of all paperwork, as well as considerable mental concentration to insure accuracy.

11. Safety for Others:

Worker must follow safety procedures as outlined in the County safety manual, as well as make sure all employees are familiar with our agency's safety procedures. Employee is responsible for keeping the agency's safety procedures up to date and suitable. Also, employee is responsible for alerting DSS staff via buzzer located in office in the event of building evacuation for fires, bomb threats or other disasters.

12. Dynamics of Work:

This position requires individual to be alert and aware of all areas of concern, problems and changes.

**III. A. KNOWLEDGES, SKILLS, & ABILITIES:**

**B. 1. Required Minimum Training:**

Master's degree in public administration, business administration, social work, or human services field and two years of management experience in a human services agency or business, with a preference for one year of management experience in a human services agency; or, graduation from an accredited four-year college or university with a human services, business or related degree and four years of management experience in a human services agency or business, with a preference for two years of management experience in a human services agency.

**2. Additional Training/Experience:**

N/A

3. Equivalent Training and Experience:

N/A

IV. License or Certification Required by Statute or Regulation:

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N/A

IV. **Signatures** indicate agreement with all information provided, including designation of essential functions.

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**Supervisor's Certification:** I certify that ( a ) I am the immediate Supervisor of this position, that ( b ) I have provided a complete and accurate description of responsibilities and duties and ( c ) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee's Certification:** I certify that I have reviewed this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Section or Division Manager's Certification:** I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Personnel Director's Certification:** I certify that this is an authorized, official position description of the subject position.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_